



2009 ENERGY STAR[®] Awards

General Instructions

What you need to submit/upload:

- A 300-word executive summary highlighting the main elements of your application.
- An electronic copy (Word or WordPerfect) of your narrative
- Supplemental documents such as photos, pamphlets, copies of advertisement, videos, audio files, etc., can be uploaded with your application as PDF files (each file must be less than 12 MB). If necessary, you can mail hard copies of supplemental material (address below).

When you need to submit it:

- A complete electronic application must be **uploaded by December 12, 2008**. EPA and DOE will not accept any applications or materials uploaded/postmarked after this date.
- Any collateral material that is mailed must be **postmarked no later than December 12, 2008**.

How you need to submit:

- All Partner applications must be electronically submitted through your "My ENERGY STAR Account" (www.energystar.gov/mesa). The electronic system will be available November 17, 2008.
- If you are not currently an ENERGY STAR Partner an electronic copy of your application should be emailed to Quarforth.Alyssa@epa.gov.
- Any supplemental material that cannot be submitted electronically should be sent it to the address listed below. An overnight or two day delivery service is recommended.

Via US Postal Service:

Alyssa Quarforth
US EPA
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Mail Code 6202J
Washington, DC 20460

Via Overnight Delivery Service:

Alyssa Quarforth
US EPA
1310 L Street, NW
9th Floor
Washington, DC 20005-4113
Phone: (202) 343-9604

What to expect after you submit:

- **Confirmation of Receipt:** You will get an email within 24 hours confirming any materials you submit electronically. It will be sent to the Primary and Communications contact in the award application. EPA will confirm receipt of hard copy materials by email within a few days. If you do not receive confirmation within 48 hours for electronic submissions or one week for hard copy materials, please contact the ENERGY STAR Awards Coordinator, Alyssa Quarforth, at (202) 343-9604 or quarforth.Alyssa@epa.gov.
- **Notification:** You will be notified by January 31, 2009 on the status of your application.

Additional information:

- ENERGY STAR Awards Ceremony will be March 31, 2009 in Washington, DC.
- Organizations may apply for more than one award if they meet the eligibility requirements. In such cases, a complete award application package must be submitted for each award.
- There are two broad categories of ENERGY STAR awards that you can apply for: Partner of the Year and Excellence Awards. The Sustained Excellence Awards, our highest honors, are given to organizations who have won Partner of the Year for several years and their achievements continue to surpass those of the previous year.
- Due to the volume of material that will be received, EPA and DOE will not be able to return any materials or promotional pieces.
- Where applicable, quantify your activities and the results (e.g., percent improvement, number of marketing pieces produced, number of people reached), and include electronic copies of documentation that support claims made (e.g., photos of promotional materials, samples of advertisements with the ENERGY STAR mark, copies of training materials used, etc.).

Partner of the Year – Energy Management

- Eligibility:** ENERGY STAR Partners from commercial, industrial, institutional and other organizations that can demonstrate improved energy performance of buildings and facilities through superior energy management.
- Description:** This award recognizes businesses and organizations that demonstrate their commitment to environmental protection through superior energy management which integrates the use of ENERGY STAR tools and resources. Winning applications will clearly show the organization's commitment to and success in achieving superior energy management as well as their participation in ENERGY STAR. Refer to the ENERGY STAR [Guidelines for Energy Management](http://www.energystar.gov) (www.energystar.gov) for information on the fundamental elements of superior energy management.
- Criteria:** The 2009 ENERGY STAR Awards will be based on work completed and energy savings demonstrated **during the 2008 calendar year**. Accomplishments outside of this time period may be mentioned for reference and to demonstrate continuous improvement.
- Previous award winners with evidence of continuous improvement will be eligible for consideration for the Sustained Excellence award.
- Narrative:** The written portion of the application must be no longer than **12 pages** in 12 point font. Pages that exceed the limit will not be evaluated.
- Applicants are encouraged to submit supplemental materials that support the application, such as energy policy statements, energy tracking information as well as advertisements, brochures, or other materials as long as they are clearly referenced within the application. Supplemental materials will **not** count toward the 12-page limit, but **must be directly relevant to energy management and/or ENERGY STAR**.
- Please include a 300-word **executive summary** highlighting the main elements of your application. The executive summary will **not** count toward the 12-page limit.
- Scoring:** The application is scored on a 100-point scale and the weight of each section or question is provided.

Section 1 – Management Practices

35 points

This section of the application focuses on the best practices employed by your organization in managing energy.

- Describe your organization’s best practices as they relate to the fundamental elements of superior energy management described in the [ENERGY STAR Guidelines for Energy Management](#). Specifically explain how your organization has addressed each aspect of the ENERGY STAR Guidelines for Energy Management, if applicable. Details on the Guidelines can be found on the ENERGY STAR Web site at https://www.energystar.gov/index.cfm?c=guidelines.guidelines_index.
- Discuss key projects, energy management strategies, or tools that have led to success. Please highlight all ENERGY STAR tools and resources you have utilized and integrated into your program.
- Discuss your participation in EPA recognition opportunities including the ENERGY STAR for Buildings or Plants and ENERGY STAR Leaders. If you have ENERGY STAR Leaders recognition achievements, please print and attach your organization’s [Leaders summary page](#) from Portfolio Manager. This attachment will not count towards your 12 page limit.
- Include information on your organization’s plans and achievements, and express the value of achievements in environmental, financial, and business equivalents relevant to your organization (e.g., savings equivalent to hiring XX FTEs, purchasing X, lighting our headquarters for X years).

Section 2 – Organization-wide Improvements

45 points

This section of the application focuses on actual energy performance improvements achieved by your organization during the past year. Please provide the requested information, as it pertains to your organization. Both the magnitude of your improvements as well as your current energy performance, relative to your peers, will be considered.

Please **respond to only one section** below, A, B, **OR** C.

A. For ENERGY STAR Partners *using* EPA’s Portfolio Manager:

1. Please request a “Partner of the Year Comparative” [Energy Performance Report](#) in Portfolio Manager by clicking on the “Request an Energy Performance Report” link on the top right-hand side of the My Portfolio page in your Portfolio Manager account. Once inside the Energy Performance Report screen, under type of report, click “Partner of the Year Comparative”. Please note that the energy performance report requested for the purposes of applying for the POY award must reflect your portfolio’s most current and consecutive last two years of data for the largest number of buildings possible. The report is meant to provide data on facilities tracked and rated in the tool. Please include this spreadsheet as an attachment with your supplemental materials.
2. Identify how many facilities that you have labeled (if applicable).
3. Identify your ENERGY STAR Leaders recognition achievements (if applicable) by submitting your organization’s Leaders summary page from Portfolio Manager to your POY application.

B. For ENERGY STAR Partners *not using* EPA's Portfolio Manager

If your organization tracks and benchmarks using methods other than Portfolio Manager, please complete the following table and provide a summary of your energy tracking system:

1. Number of facilities tracked and benchmarked	
2. Total floor area (ft ²) of these facilities	
3. Total number of facilities owned	
4. Total floor area (ft ²)	
5. Actual annual energy intensity (kBtu/ft ² /year) for the most recent 12 month period evaluated in 2008	
6. Actual annual energy intensity (kBtu/ft ² /year) for the same period in 2007	
Change in energy intensity (#5-#6)	

You may provide a summary report from your tracking system if it includes this information. If applicable, explain changes in business/organization activity that had an impact on your energy use in the last 12-month period. In addition, describe any efforts to normalize data, such as accounting for weather or climate differences. You can include this information as a separate file with your supplemental materials, or copy it into your narrative text.

C. For Industrial ENERGY STAR Partners

Please provide a summary of your organization-wide energy performance including the following:

1. Number of facilities tracked and benchmarked by plant type *	
2. Total number of facilities operated by plant type	
3. Total output, in units which apply to the business of your company and correlate with energy usage, e.g. ft ² , tons of a specific product, etc.	
4. Aggregate energy intensity for 2008 in kBtu/total output	
5. Aggregate energy intensity for the corresponding period in 2007 in kBtu/total output	
Change in energy intensity (#4-#5)	

- Plant type refers to the primary process used or product produced by the plant, e.g. auto assembly vs. auto metal casting; cement vs. ready-mix, etc.

You may provide a summary report from your corporate tracking system including this information. If ENERGY STAR has provided your industry with a plant Energy Performance Indicator (EPI), please provide ratings for each plant you have scored in the past year. If applicable, explain changes in business activity that may have impacted energy use in the last 12-month period. In addition, describe any efforts to normalize data, such as accounting for weather, climate differences or other business effects. You can include this information as a separate file with your supplemental materials, or copy it into your narrative text.

Section 3 – Promoting and Communicating Success

20 points

This section of the application focuses on your organization’s internal and external communication efforts regarding energy efficiency efforts and accomplishments and your partnership with ENERGY STAR.

Describe your efforts and provide examples that clearly show how your organization has:

- communicated the value of energy efficiency both internally and externally,
- raised awareness of energy use in your organization and in your community, and
- shared these achievements with staff and stakeholders.

Include participation in any ENERGY STAR campaigns or promotions (e.g., ENERGY STAR Change a Light Campaign, ENERGY STAR Challenge activities) and provide examples of relevant materials created for these communications efforts (e.g. newsletters, posters, giveaways, and/or other printed promotional materials) or events held to recognize and promote these activities.

Other:

Please use this section to describe any of the following, if not covered elsewhere in this application and include any print outs or examples of associated materials created:

- Participation in other energy-related activities, such promoting ENERGY STAR products or homes.
- Recognition programs established to recognize outstanding achievements by employees to reduce energy consumption.
- Participation in industry association energy programs, particularly those done in partnership with ENERGY STAR.
- Activities that go beyond ENERGY STAR, such as green power purchasing (Green Power Partnership), Climate Leaders, or the Combined Heat and Power Partnership.